

CITY OF FRANKLIN
PLUMBING INSPECTION DEPARTMENT
9229 W. LOOMIS ROAD, FRANKLIN, WI 53132
(414) 425-0084, FAX (414) 425-7513

HOLDING TANKS - NEW INSTALLATIONS/REPLACEMENTS
(MUST HAVE COMMON COUNCIL APPROVAL)

NEED FILLED OUT BY OWNER:

- 1. Pumping Agreement (present or new contract) – (must be notarized, will be sent to Register of Deeds). LEGAL DESCRIPTION MUST BE COMPLETE!**
- 2. Holding Tank Agreement (must be notarized, will be sent to Register of Deeds). LEGAL DESCRIPTION MUST BE COMPLETE!**
- 3. Personal check made out to “Milwaukee County Register of Deeds” - \$15 (1st page \$11, each additional page \$2).**

PLUMBING END OF IT:

- 1. Plumbing permit required with appropriate fee.**
- 2. Sanitary Permit application with groundwater/sanitary permit fee of \$100 (Acct. No. 01.2000.2316). Can be sent to State immediately; does not need to be held. Fill out voucher for \$100 groundwater fees and send to Greg (Finance). Have check returned to Building Inspection. Send to: Safety and Buildings Division, 2331 San Luis Place, Green Bay, WI 54304 with completed Sanitary Permit Submittal Summary.**

OUR OFFICE DOES:

- 1. Submit to Common Council – (complete Council Action and submit by meeting deadline). Need to give to Clerk's Office: Original Pumping Agreement; Holding Tank Agreement; Sanitary Permit Application; Common Council Action (in templates – type in info); Private Sewage Resolution (in templates – type in info). Make copies to keep in folder in our Dept. Keep permit and checks in folder until Common Council has approved.**
- 2. After approval by Common Council and signed by City Clerk, mail Pumping Agreement, Holding Tank Agreement, and Register of Deeds cover sheet with \$15 check to: Milwaukee County Register of Deeds, 904 N. 9th Street, Room 103, Milwaukee, WI 53233. Include Self-Addressed, Stamped Return Envelope. Send copy to owner along with signed resolution. Keep originals in our file.**
- 3. Plumbing Inspector will issue permit and hard card.**